

## Phoenix Program Process Definition – General Ledger

Process	<b><i>Recurring Journal Entry – Creating a Journal</i></b>
Process Number	<b><i>GL – 011c</i></b>

### ***Description of Process***

Create a journal based on the Standard Journal you created in GL-011a, Recurring Journal Entry – Creating a Standard Journal.” Standard journals can be used for repetitive transactions using the same accounting information and amounts, such as monthly rent. To create a recurring standard journal, you use an existing regular journal entry as the model. The Journal Entry Create Options establish the parameters for the recurrences of your journal as follows:

- Allow Journal Entries to be Modified box - enables you to add, delete and/or modify lines on the recurring journal entries once they are created. If this option is not selected, you cannot modify the journal entry (ies).
- Create Journal Entry on Save box - physically creates the journals in the system upon saving the standard journal. Each recurrence will have the same ChartFields as the original.

Recurring journals should only be created for open account periods. Any Department of Transportation (DOT) recurring journal affecting cash (100-150 accounts) must have approval by the DOT Project Costing Team.

### ***Input to Process***

The standard journal previously entered into PeopleSoft and used to create the recurring journals with Journal Entry Create options turned on.

### ***Output of Process***

Journal(s) with the same amounts and chartfields as the model upon which the recurring Standard Journal is based. These recurrences must be Edited and Budget Checked prior to posting in their respective periods. In addition, the standard journal is saved and available for future use.

### ***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

### ***PeopleSoft Panel Groups being Used***

Function	Panel Group
Use	Standard Journal Entry

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 1: Open the recurring journal template</u></b></p> <p>Using Update/Display, open the Recurring Standard Journal. Enter the following information pertaining to the standard journal you wish to use:</p> <ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Standard journal</li> <li>• Model Journal ID</li> <li>• Model Journal Date</li> </ul>	Agency
<p><b><u>Step 2: Establish Schedules and Journal Entry Create Options</u></b></p> <ul style="list-style-type: none"> <li>• From the Schedule drop down box, select MONTHEND. This indicates the date on which this journal will be created which, in this case, will be the last day of the month. Enter 11/30/98 to 12/31/98 in the From/To Dates field. These fields represent the date range for which the recurrences will be created.</li> <li>• Turn on the Allow Journal Entries to be Modified box. This will enable you to add, delete and/or modify lines on the recurring journal entries once they are created. If left unchecked, you can only modify the Description field.</li> <li>• Turn on the Create Journal Entry on Save option. Upon saving, this will physically create the journals in the system for the specified Schedule and Date Range.</li> </ul>	Agency
<p><b><u>Step 3: Save the journal.</u></b></p> <p>The Recurring Standard Journal is now saved. The journal entries that are created on save (see Step 2) will appear the next time you go into the Journal Entry or Journal Entry – Base Currency Panel Groups. These journals are now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.</p>	Agency

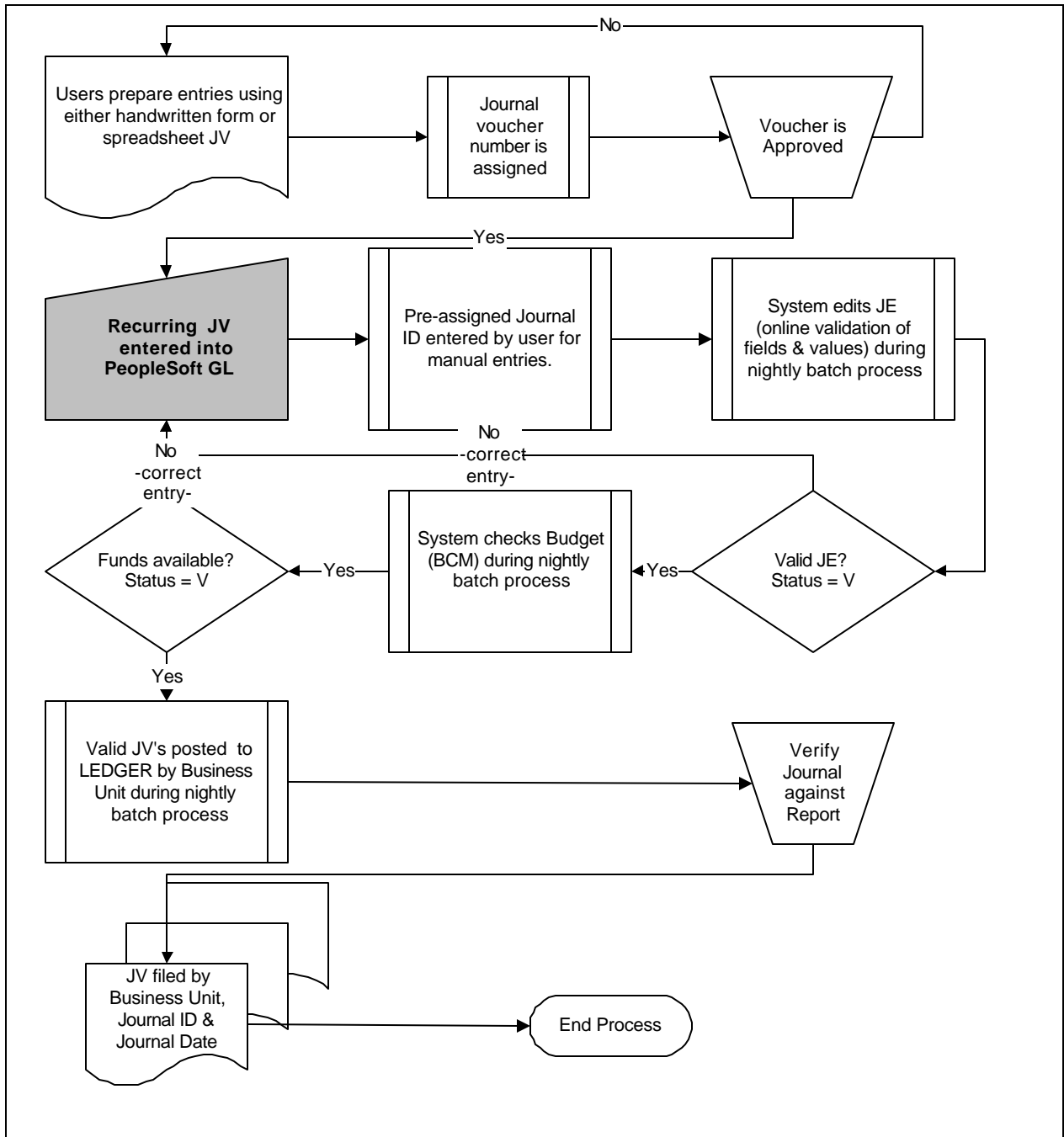
### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

# Phoenix Program

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### Process Flow Diagram (if appropriate):



### Process Signoff

Tested By  
Date Tested